



POSITION AND PERSON SPECIFICATION

POSITION	Home Care Worker (Casual) Community Options Program
LOCATION:	Diversicare 49-51 Thomas Street WEST END QLD 4101
REPORTS TO:	Day to Day: Aged Care Coordinator Overall: Manager - Community Options Program
DATE OF COMPILATION:	May 2008

A. POSITION SPECIFICATION

PURPOSE OF POSITION

Under the supervision of an Aged Care Coordinator, provide a range of services that are culturally- and linguistically- appropriate to meet the assessed needs of the Community Options Program client and their carer to assist them to remain at home and to prevent premature admission to institutional care.

PRIMARY DUTIES/RESPONSIBILITIES

- o Assist with practical support for clients and carers. This support may include any or all of the following: basic house cleaning, meal preparation, transport, shopping, assistance with banking, and attending medical appointments.
- o Assist the client with daily living activities, including personal care such as showering, bathing, grooming, feeding, dressing, toileting, mobility, and medication monitoring.
- o Provide in-home and centre-based respite services to support clients and their carers.
- o Assist with the maintenance of self-identity of clients and carers through cultural/linguistic and psycho-social activities including companionship, outings, reminiscence, letter writing, and active listening.

- ⦿ Maintain effective communication with Aged Care Coordinator or his/her appointee on a routine basis. Observe client and carer and provide feedback to the Aged Care Coordinator as required. Participate in team meetings and care conferences as required.
- ⦿ Participate in relevant staff development and training programs.
- ⦿ Undertake administrative tasks such as the completion of work sheets and vehicle log sheets in accordance with the organisation's policies and procedures.
- ⦿ Contribute to the maintenance of a clean, comfortable, safe and secure environment for the client and/or carer in accordance with the organisation's safe working policies and practices.
- ⦿ Support the rights and concerns of the client and carer in accordance with the Privacy Act and Diversicare's Consumer Rights Policy.

B. PERSON SPECIFICATION

GENERAL DESCRIPTION

The appointee will be capable of providing basic practical support for clients and carers as directed by the Aged Care Coordinator or his/her appointee in a caring, compassionate manner and with sensitivity to linguistic and cultural needs.

PERSONAL SKILLS AND ABILITIES

The appointee is required to have:

- ⦿ Reasonable proficiency both in English and the language of the client group.
- ⦿ Demonstrated ability to assist clients and carers with domestic/personal care tasks.
- ⦿ Demonstrated ability to interpret and implement care plans and feedback about care needs.
- ⦿ Good face-to-face interpersonal and communication skills including the ability to work effectively within a multicultural team.
- ⦿ An understanding of the care and support needs of non-English speaking background frail elderly and their carers.
- ⦿ A current "A" class driver's licence.

C. KEY SELECTION CRITERIA

GENERAL

Applications for this position must specifically address each selection criteria. A general resumé will not be sufficient. Shortlisting and selection will be based on these selection criteria.

- S.C.1 Ability to provide care for the frail elderly and their carers in a culturally and linguistically- sensitive manner.
- S.C.2 Demonstrated interpersonal skills and the ability to function as part of a care team.
- S.C.3 Demonstrated proficiency in English and in the language of the client group.
- S.C.4 Demonstrated ability to work within an organisational framework and undertake a caseload with initiative and with minimal supervision.
- S.C.5 Possession of a motor vehicle with Compulsory Third Party Insurance available for use on the job.

OTHER Certificate III in Aged Care or Community Care is highly desirable.